

**Montana Shared Catalog
Partners Resource Sharing Group
By-Laws**

Revised March 2022

ARTICLE I: Name

The name of this organization shall be Montana Shared Catalog (MSC) Partners Resource Sharing Group, hereafter referred to as Partners.

ARTICLE II: Authority

Partners derives its authority for operation as a cooperative, multi-type library resource sharing group within the Montana Shared Catalog, a division of the Montana State Library.

ARTICLE III: Vision and Mission

The Partners Resource Sharing Group is a cooperative, multi-type library system serving academic, public, school, and special libraries in the state of Montana. The vision of Partners is that all Montanans have unhindered access to resources at all Montana libraries. The mission of Partners is to facilitate collaboration and cooperation between member libraries in order to improve and expand access to library materials for Montana library users.

ARTICLE IV: Membership

Section 1. Any Montana Shared Catalog library may be approved for membership in Partners. Membership in Partners shall be formalized through the signing of a Memorandum of Understanding, and membership responsibilities shall be as set forth in the MSC Partners Resource Sharing Group: Policies & Procedures Manual.

Section 2. A library's membership may be suspended and subsequently terminated if the member fails to fulfill its Partners membership responsibilities as outlined in the Policies & Procedures Manual. Members failing to fulfill their responsibilities will receive a formal warning from the Chair and, from the date of the warning, be given a 90-day probationary period to come into compliance. At the next regular or special meeting after the probationary period, the Membership will vote whether or not to terminate the library's membership. A simple majority vote from the Membership is required for such termination.

Section 3. With 30 days written notice, a member library's governing authority may voluntarily terminate Partner membership, upon fulfillment of all outstanding obligations to the MSC as defined in the Partner Membership Policies & Procedures.

Section 4. A Partner library in good standing at the time of the revision of these bylaws shall remain a member and is subject to meeting the criteria outlined in the Partners Membership Policies & Procedures.

ARTICLE V: Governance

Section 1. Partners shall be governed by a committee of the membership (hereafter "Membership") consisting of one voting member from each participating library or library system having a separate funding authority.

Section 2. The Membership shall elect a Chair and a Vice-Chair.

Section 3. The election of officers shall be held at the Partners' Annual Spring Meeting. The officers shall be elected in the following manner:

- a. Nominations may be made from the floor by any member library.
- b. All nominees must consent to nomination or be withdrawn.
- c. The Membership shall then vote for Chair and Vice-Chair, and a simple majority will decide the winner for each office. In case of a tie, the Membership will vote again to decide between the tying candidates only.

Section 4. In the event that the office of Chair becomes vacant, the Vice-Chair shall assume the duties of the Chair. A vacant Vice-Chair office shall be filled at the next regular meeting according to the Section 3 guidelines.

Section 5. The officers shall be elected for one year, and no officer shall serve more than two consecutive terms. A term of six months or more shall be considered a full term.

Section 6. Unless otherwise specified, the duties of the officers shall comply with those provided in Robert's Rules of Order, latest edition.

ARTICLE VI: Meetings

Section 1. At the Partners' Annual Spring Meeting, the Chair shall determine a regular bi-monthly meeting schedule and give notice to the Membership and MSC staff. A minimum of six meetings shall be held each year. Meetings may be conducted in person, via phone or online.

Section 2. For all meetings, the Chair shall appoint an official minute taker, whose responsibilities include taking the minutes and distributing them electronically to the Membership and MSC staff within 14 days of the meeting. MSC Administration will archive the minutes online for public view.

Section 3. The Partners' Annual Spring Meeting shall be the last meeting in a July-June fiscal year and shall be designated the annual meeting for purposes of elections.

Section 4. Regular meetings, typically bi-monthly, shall be held according to the schedule set at the annual meeting.

Section 5. Special meetings may be called by the Chair or upon the request of three members of the Membership. Notice will be given of the purpose of such meetings and no other business shall be conducted at such meetings, although time will be allowed for announcements.

Section 6. A simple majority of the Membership shall constitute a quorum for the transaction of business. Non-voting attendees from member libraries will not count towards a quorum. Voting to amend, alter, add, or eliminate any policies may be held at any meeting which has a quorum. A majority vote from the Membership is required for approval of policy changes. Attendees from libraries under the warning as described in Article IV, Section 2 will not count towards a quorum and will not have voting rights until such warning is lifted.

Section 7. It is the responsibility of each library system to ensure regular meeting attendance.

Section 8. All meetings shall be conducted in compliance with the Montana's Open Meeting Act: MCA 2-3-202 to 2-3-203.

ARTICLE VII: Committees

Section 1. Committees may be appointed as needed by the Chair. There are no restrictions on committee membership. The business of all committees is the formulation of policy for the Partners Group.

Section 2. Committees may conduct business between regular meetings and shall be prepared to bring the findings and recommendations to the Membership at a regular or special meeting.

ARTICLE VIII: Parliamentary Authority

The rules contained in Robert's Rules of Order, latest edition, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws. A Parliamentary Advisor may be appointed by the Chair.

ARTICLE IX: Amendments

These bylaws may be altered or amended by a vote of two-thirds (2/3) of the entire Membership at a regular meeting. The membership will be provided a draft of the proposed changes 30 days before the scheduled vote.